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Technical Writing Week 7

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In our textbook, read "Chapter 7: Emails, Texts, Memos, and Letters" on pages 151 – 180. Do Exercises 2, 3 and 5 on pages 175-176. **[?]** For Exercise 2, write only the letter of apology to the coach (let's call him Coach John Doe). Don't write the memo to salespeople. Be sure your letter uses correct





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business-letter format. [?] For Exercise 3, the Clarion News Service memo (Figure 7-4) is on pages 177 – 178. I want you to revise the memo to employees and have attached MS Word and RTF versions to the Week 7 assignment in Bb. [?] For Exercise 5, Figure 7-6 is on page 180. Make sure each Twitter





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message is no more than 140 characters (including spaces). Consider what information should be included in the first message, second, and so forth; don't make the mistake of simply following the order in which information is presented in the National Park Service's web page about Eleutherian





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College. **[?]** Be sure your responses to all three exercises incorporate all other relevant principles of ethics, readability, document design, etc. addressed in previous chapters. **[?]**

Proofread and edit your work carefully. Save your responses to all three exercises as a single MS Word file. Be sure to



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in the assigned textbook exercises, and in the syllabus? **[?]**

Does your response to the exercises show clear evidence that you have read and understood the assigned readings? **[?]** Do your responses conform to the criteria listed in the "Grades" section of the syllabus? Attachments scanned doc-6.pdf





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